

Project Charter
for
County, State Mental Health and
Alcohol Drug Program
HIPAA Workgroup

Version 5.00

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Prepared by
CHIP Workgroup
Sacramento, CA

Prepared for
CHIP Workgroup,
Participant Organizations, and
Business Partners

Project Charter

County, State Mental Health, and Alcohol Drug Program Workgroup for HIPAA

<i>Initiation</i>	<p>The full name of the project is “County, State Mental Health and Alcohol Drug Program Workgroup for the Health Insurance Portability and Accountability Act (HIPAA).” The membership is chiefly drawn from the California Mental Health Directors Association (CMHDA) Information Technology sub-workgroup. The brief name of the project will be “CHIP” Workgroup. CHIP stands for “Collaborative HIPAA Implementation Project.”</p>
<i>Mission</i>	<p>For California Mental Health Plans, Alcohol and Drug Programs (ADP), business partners and the California Department of Mental Health (DMH):</p> <ul style="list-style-type: none">▪ To coordinate compliance with the federally mandated HIPAA standards for Transactions and Code Sets by October 16, 2003 (pending approval of the one-year extension).▪ To facilitate resolution of issues for the Unique Identifiers, Security and Privacy HIPAA standards.
<i>Project Objectives</i>	<p>The objectives of this Project are:</p> <ul style="list-style-type: none">▪ To establish a HIPAA task force composed of staff from County Mental Health Plans, DMH and ADP Administration, Programs and Information Technology (IT).▪ To identify HIPAA-affected DMH, ADP, and County systems and their impact on business processes, procedures.▪ To establish priorities and identify resources.▪ To assure timely HIPAA implementation by using a detailed project management plan. To conduct surveys and request assessments of identified systems including current software, hardware, contracts, policies and procedures.▪ To identify the gaps where the current State and County IT environments are not compliant with HIPAA standards.▪ To recommend remediation alternatives for the gaps in the State and County IT environments.▪ To facilitate HIPAA issue resolution by serving as an intermediary with DMH, ADP, and OHI staff.
<i>Project Organization</i>	<p>The Executive Sponsors and Accepting Agents for this project are:</p> <ul style="list-style-type: none">▪ Mark Refowitz, CMHDA IT Chair▪ Mike Cassetta, CMHDA IT Chair▪ Teri Barthels, Systems Implementation & Support, DMH▪ Ken McKinstry, Chief of IT, DMH▪ Jesse A. McGuinn, Deputy Director, ADP <p>The designated Project Manager is David Hartson, DMH Information Technology</p> <p>The designated ADP HIPAA Coordinator is Carmen Delgado, ADP</p>

<p><i>Project Organization (continued)</i></p>	<p>The designated County Liaisons are:</p> <ul style="list-style-type: none"> ▪ Scott DeMoss, Merced County Mental Health ▪ Duane Henderson, Butte County Department of Behavioral Health. <p>The designated ADP County Liaisons are:</p> <ul style="list-style-type: none"> ▪ Chuck Deutschman, Director Community Substance Abuse Services Division, Contra Costa County Health Services Department. ▪ Connie Moreno-Peraza, LCSW, Administrator Stanislaus County Alcohol and Drug Programs. <p>The principal organizations from which workgroup participants will be drawn are:</p> <ul style="list-style-type: none"> ▪ California Department of Mental Health ▪ California Mental Health Directors Association, Information Technology sub-workgroup (CMHDA IT) ▪ County Mental Health Plans ▪ California Department of Health Services (DHS) ▪ Office of HIPAA Implementation (OHI) ▪ California Department of Alcohol and Drug Programs (ADP) ▪ County and State contracted vendors
<p><i>Scope Statement</i></p>	<p>This scope statement specifies the work that must be accomplished by the CHIP workgroup for specified State and County IT environments. The limitations imposed on the project in terms of the IT environments under consideration are listed (the project scope). The characteristics of the deliverables that are to result from the project effort are defined (the product scope). The specific exclusions to the project are identified.</p>
<p><i>Project Scope</i></p>	<p>The State and County IT environments require project intervention in the following systems:</p> <ul style="list-style-type: none"> ▪ Short-Doyle/Medi-Cal Claims and Explanation of Balances (EOB) including inquiry and response ▪ Healthy Families Program (HFP) ▪ Medical Eligibility Determination System (MEDS) ▪ MEDS Monthly Extract File (MMEF) ▪ Inpatient Consolidation System (IPC 134-File) ▪ Provider File (PRV) ▪ County Financial Reporting System (CFRS) (aka Cost Reporting) ▪ Client and Services Information System (CSI) ▪ Information Technology Web Server (ITWS) ▪ Performance Outcome Data System (PODS) ▪ Institutions for Mental Disease (IMD) (aka NIM) ▪ Hospital Discharge Data Set (aka MIRCAL) for Office of Statewide Health Planning and Development (OSHPD) regarding security and privacy planning only. ▪ Therapeutic Behavioral System (TBS) regarding security and privacy planning only. ▪ Define (CADDs/CADDs2)
<p><i>Product Scope and</i></p>	<p>Each IT environment listed will undergo:</p>

<i>Deliverables</i>	<ul style="list-style-type: none"> ▪ An analysis to determine compliance with the <i>HIPAA Transactions</i> and <i>HIPAA Code Set</i> standards. The deliverable for this effort will be an Initial Assessment of the gaps that exist between the existing IT environment and the HIPAA standard. ▪ A review to assess the requirements for remediation to the <i>HIPAA Transactions</i> and <i>HIPAA Code Set</i> standards. The deliverable for this effort will be a Detailed Gap Analysis between the existing IT environment and the HIPAA standard. ▪ A high level assessment of conformance to the <i>HIPAA Security</i>, <i>HIPAA Privacy</i> and <i>HIPAA Unique Identifier</i> standards. The deliverable for this effort will be an Assessment of HIPAA Security, Privacy and Unique Identifiers for the changes proposed in order to comply with the HIPAA standards. ▪ A plan will be developed to implement remediation requirements. The deliverable for this effort will be an Implementation Plan for remediation of the IT environment. ▪ A plan for the scheduling and management of project tasks will be developed. The deliverable for this effort will be a Project Management Plan. ▪ A Compliance Plan for exemption from the completion date of October 16, 2002 to October 16, 2003 will be developed. The deliverable for this effort will be a Compliance Exemption Plan. ▪ Remediation of the code for each involved system will be completed. The deliverable for this effort will include tested production code, and documentation of the changes, as appropriate for each system. ▪ A plan for communicating information will be developed to facilitate HIPAA issue resolution. The deliverable for this effort will be a Communications Management Plan, to include a series of web pages on the existing DMH HIPAA site. ▪ A plan for assessing the risks inherent in the project will be developed. The deliverable for this will be a Risk Management Plan. <p>Scope changes, whether project or product, must be in writing, and approved by the Project Manager and Executive Sponsors.</p>
<i>Scope Exclusions</i>	<p>The systems that are specifically excluded from the scope of this project are:</p> <ul style="list-style-type: none"> ▪ None at this time <p>Except as stated above, this project will not specifically address the HIPAA standards for:</p> <ul style="list-style-type: none"> ▪ Unique Identifiers: Partial exclusion. See Product Scope ▪ Security: Partial exclusion. See Product Scope ▪ Privacy: Partial exclusion. See Product Scope
<i>Authority</i>	<p>The Project Manager will:</p> <ul style="list-style-type: none"> ▪ Represent the Executive Sponsors to the CHIP workgroup on issues ▪ Represent the CHIP workgroup to the Executive Sponsors on issues ▪ Have project management decision-making authority.

<i>Project Workgroup Membership</i>	Project Workgroup membership will be detailed in the Project Management Plan.
<i>Roles and Responsibilities</i>	The Workgroup is responsible for providing the deliverables specified in this Charter and the Project Management Plan. The specific Roles and Responsibilities are detailed in the Project Management Plan.
<i>Project Management Process</i>	<p>The project management will involve standard Project Management techniques as published by the Project Management Institute,</p> <p>The details of the project management process are to be defined in the Project Management Plan.</p>

<i>Charter Acceptance</i>	
<i>By Executive Sponsors</i>	<p>Mark Refowitz, Director, San Diego County Mental Health CMHDA IT Chair</p> <p>Mike Cassetta, Director, Glenn County Mental Health CMHDA IT Chair</p> <p>Ken McKinstry, Chief Information Officer, DMH</p> <p>Teri Barthels, Systems Implementation & Support, DMH</p> <p>Jesse A. McGuinn, M.S.W., Deputy Director, ADP</p>
<i>By Project Manager</i>	David Hartson, Project Manager, DMH
<i>By ADP Coordinator</i>	Carmen Delgado, ADP
<i>By ADP County Liaisons</i>	<p>Chuck Deutschman Director Community Substance Abuse Services Division Contra Costa County Health Services Department.</p> <p>Connie Moreno-Peraza, LCSW, Administrator Stanislaus County Alcohol and Drug Programs.</p>
<i>By County Liaisons</i>	<p>Scott DeMoss Automated Services Manager Merced County Mental Health</p> <p>Duane Henderson Manager, Information Systems Butte County Department of Behavioral Health</p>